

Enterprise Is Our Secondary Rental Car Provider

Enterprise Rent-A-Car is the State's new secondary car rental agency, joining primary agency Budget Car Rental. State employees have previously used Enterprise for in-state travel only, but now will be able to rent an Enterprise vehicle for out-of-state travel as well.

The contract with Enterprise includes the following negotiated rates for vehicles returned to the renting location:

Enterprise Rent-A-Car

Car Class	Daily Rates	Weekly Rates	Airport Surcharge* Day/Week/Month
Compact (Neon, Focus)	\$36.99	\$184.99	\$7 / \$30 / \$100
Intermediate (Corolla, Sunfire)	\$37.99	\$189.99	\$7 / \$30 / \$100
Standard (GrandAm, Malibu)	\$37.99	\$189.99	\$7 / \$30 / \$100
Full Size (Taurus, GrandPrix)	\$40.99	\$204.99	\$7 / \$30 / \$100
Luxury (Cadillac)	\$64.99	\$359.99	\$7 / \$30 / \$100
Mini Van (Caravan, Venture)	\$59.99	\$299.99	\$7 / \$30 / \$100
Sport Utility (Blazer, Cherokee)	\$59.99	\$299.99	\$7 / \$30 / \$100

*The airport surcharge has been waived for the Salt Lake City Airport

Other Contract Details

Other details of the Enterprise agreement include:

- ✓ Rates include unlimited miles (car returned to original renting location).
- ✓ No additional charge for drivers under 25 (minimum driving age is 21).
- ✓ No charge for additional drivers. Each driver must present a valid driver's license at the time of rental.
- ✓ Rentals will be authorized to travel in renting state and bordering states. Other destinations require approval on an as-needed basis.
- ✓ One-way rentals will be accommodated on a case-by-case basis, subject to the terms/conditions of the renting branch location.
- ✓ Airport surcharges for New York (outside the boroughs):
\$3 per day / \$21 per week / \$70 per month.
- ✓ Airport surcharges for New York (Bronx, Brooklyn, Queens, Staten Island):
\$14 per day / \$60 per week / \$150 per month.
- ✓ Airport surcharges for New York (Manhattan):
\$18 per day / \$108 per week / \$250 per month.

As we told you last month, state policy requires all employees who travel on state business to reserve and cancel car rentals through the State Travel Office. Because both car rental agencies on state contract provide full insurance coverage, travelers **should not** take out additional insurance in the United States (the insurance does not cover items left in the rental cars). ➔

You Must Take First Flight of Trip

It is important to note that if you have a round-trip airline ticket you must take the first flight of the trip or the entire itinerary will be canceled. If you do not take the departure flight, the airline considers you to be a “no-show” and automatically cancels your return flight.



Consequently, if you book a round-trip ticket and then for some reason your plans change, you should immediately contact the State Travel Office before your scheduled departure so our agent can change your reservation to a one-way flight for your return.

Remember Rules for Nonrefundable and Government Fares

There are some important differences in the rules for airline tickets issued on nonrefundable fares and for those issued on government fares. Here is a brief summary of the differences:



Tickets booked at a **nonrefundable fare** are nonrefundable. If the ticket is unused, it must be canceled by the day of departure or the ticket has no value. This means the agency will lose the full cost of the ticket. If you cancel your ticket by the day of departure and do not have immediate plans to use it, you may use the ticket within one year from the date the original ticket was issued. At the time the ticket is reissued, the airline charges a \$100 penalty fee. On a nonrefundable fare, if you do use the original ticket but need to make a change (e.g., departure/arrival date or time), the airline charges \$100 for each change to the ticket.

Tickets booked at the **government fare** do not require an advance purchase. Our agents can hold a seat indefinitely and then ticket just before your travel date. Once the ticket is issued, there is no penalty for canceling and refunding the ticket. In addition, there is no penalty for changing the ticket.

You May Need to Take Leave to Drive Instead of Fly

If your department director has given approval for you to drive a private vehicle on state business rather than flying, you may need to take leave for some of the time you spend driving.

According to state accounting policy FIACCT 10-02.06, Travel – Reimbursements – Transportation, “if travel time taken for driving during the employee’s normal work week is greater than that which would have occurred had the employee flown, the excess time used will be taken as annual leave and deducted on the Payroll System.”



New Travel Agent

Welcome to Tiffany Snowball, a new agent in State Travel. She started in our office August 30 and has worked in the travel industry for 10 years.

Tiffany replaces Tami Nelson, who is now the State Travel Coordinator in charge of groups. You can contact Tiffany at 801-538-3352. Her e-mail address is tsnowball@utah.gov. →

